



CITY OF TORRANCE

POLICE DEPARTMENT

JEREMIAH J. HART
CHIEF OF POLICE

Police Chief's Advisory Board

Background

The Torrance Police Department has long benefitted from the relationship with our community. The Chief's Advisory Board (CAB) will provide a forum where key stakeholders can act as a community resource for the Chief of Police in the development of strategies, sharing community concerns, and increasing public trust. The following guidelines and procedures will provide a framework for the functions of the Torrance Police Department Chief's Advisory Board.

The Chief's Advisory Board will be established and maintained under the direction of the Chief of Police. The board will be comprised of a diverse group of people that is reflective of our city with various backgrounds in business, education, non-profit organizations, public relations, the faith-based community, and others.

Purpose and Role

The purpose and role of the Chief's Advisory Board will be as follows:

- Act as an advisory group for the Chief of Police regarding community needs and concerns, as well as a community response to proposed police programs and priorities.
- Apprise the Chief of Police directly of the community's needs for police services.
- Assist in educating the community at large about the function and role of the Torrance Police Department.
- To promote community awareness, understanding, and involvement between the Torrance Police Department and the citizens of Torrance.

Selection Process

The Chief's Advisory Board shall not consist of less than ten members and not more than twenty-five members. The members selected will represent our diverse community and have different backgrounds and experiences with the business community, education, faith-based community, non-profit organizations, public relations, and other areas that make them a key component of the Torrance community. A member will be required to complete the following:

- Complete an application



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- Pass a Volunteer background check.
- Must have completed or be scheduled for the Torrance Police Department's Partners-In-Policing program.
- Either be a city resident or have a strong relation to the City of Torrance

Each member will be selected by the Chief of Police, and he/she reserves the right to make the final determination regarding member selection. The Chief will select members for their professionalism, integrity, and commitment to the community.

Expectations, Terms, Meetings

Each member will be appointed to a two-year minimum / maximum term on the board. A member may serve an additional one-year term with the Chief's approval. Term limits will be established to allow for greater participation from all those who are interested. If a member resigns or is removed, the Chief may appoint a new member to serve the remainder of that term.

Members acknowledge that service completed as part of the Chief's Advisory Board is strictly on a volunteer basis and members will not receive any form of compensation for their participation. There shall not be any financial requirements or membership fees associated with the members' participation.

A member must pass a limited volunteer background check through the Torrance Police Department. Upon receipt of the results of the background check, the Chief shall determine, in his or her sole discretion, whether to appoint the candidate as a member of the advisory board. Although an offense in a candidate's background may not exclude him/her from becoming a member, any effort to conceal information from the Chief of Police and/or his/her designee will result in denial of the candidate's application.

Members of the Chief's Advisory Board are expected to meet all of the following criteria:

- Attend scheduled meetings. Be prepared to participate in honest and purposeful dialogue to address community needs.
- Treat all other members and participants with dignity and respect.
- Maintain the confidentiality of information discussed and disclosed during meetings that are deemed confidential.



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- Members are not to utilize the meetings to facilitate personal agendas.
- Do not make statements to the media or the public that have the appearance or effect of representing that statement as an official position of the Chief's Advisory Board unless specifically approved by the Chief of Police.
- Attend and participate in major police events, announcements, swearing-in and promotional ceremonies, police memorials, community panels for promotions, and other activities as requested by the Chief of Police.
- Members are required to complete the Partners-In-Policing program, and encouraged to go on a ride-along with Torrance police officers.

The Chief's Advisory Board will meet quarterly during the year (four meetings per year). The Chief or majority of board members can call for additional meetings throughout the year based on needs. More than half of the board members must call for/vote for any additional meetings. Members are required to attend the quarterly meetings. If a member misses two or more quarterly meetings, they may be removed at the discretion of the Chief of Police. If additional meetings are scheduled, members should make every effort to attend these meetings. Each meeting will have a specific agenda which will be sent out to each board member before the meeting. The agenda serves as a guideline. However, other topics may be brought up during these meetings that are not on the agenda as long as it serves a community need. Each meeting will highlight the content and provide written minutes that will be submitted to each member. The meeting minutes will also be posted on the Torrance Police Department website for public viewing. These meetings are not open to the public, and the Chief's Advisory Board is not a legislative body under the Ralph M. Brown Act contained in Government Code Section 54950 et. Seq. and therefore is not subject to the requirements contained therein.

The Chief's Advisory Board is not a review board of any police action, whether internal or external, and will act solely in an advisory capacity for matters relating to community concerns. The board will have no input or discussion regarding specific employee personnel issues and will not be involved in the police department decision making at any level.

The Chief of Police may remove any member from the advisory board for reasons that include but are not limited to dishonesty, failure to meet the expectations/terms/meetings of the advisory board, and for any reason that the Chief of Police determines warrants removal in his or her sole discretion.